

EXAMINER'S MANUAL
for
THE UNITED STATES
NAVY AND MARINE CORPS
AVIATION SELECTION TESTS



NOMI P-5098C
1997

For Official Use Only

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**EXAMINER'S MANUAL
FOR
THE UNITED STATES NAVY AND MARINE CORPS
AVIATION SELECTION TEST BATTERY
NOMI P-5098C**

INTRODUCTION

This manual contains procedures for administering the U.S. Navy and Marine Corps Aviation Selection Tests. To guarantee that every eligible applicant for aviation training is given an equal opportunity to achieve a qualifying test score, all personnel responsible for the supervision and administration of these tests must read the entire contents of this manual with care. Compliance with every step of the testing procedure is essential to avoid penalizing both the applicant and the officer training program.

RESPONSIBILITY

All personnel authorized by Naval Operational Medicine Institute (NAVOPMEDINST) to administer the aviation selection test battery on either a temporary or permanent basis accept the responsibility for maintaining security of the materials. They shall conform to all procedures contained in this manual.

Security of Materials

Test materials cannot be classified any higher than "For Official Use Only" because they are used by civilian applicants. It is urged, however, that materials be handled as if they have a higher classification.

Maintaining security of the test materials protects the predictive value of the test, and also prevents the selection of unqualified individuals for officer training.

Custodians of test materials will:

- Prohibit access to materials by personnel who may later be tested on these materials.
- Prevent disclosure of any information about the tests.
- Perform strict accounting of all test materials before and after each test administration, including page checks of booklets.
- At all times, ensure the physical presence of an authorized test administrator or proctor while test materials are in possession of an applicant.

Examiners and proctors will:

- * Prohibit applicants from leaving the room with test materials.
- * Prevent applicants from viewing completed tests.
- * Prevent applicants from using calculators, slide rules, or similar devices.

Applicants will never be told the right or wrong answers for any of the test items.

Permanent custodians will forward, when requested, an annual report of an inventory of all test materials to the Commanding Officer, Code 41, NAVOPMEDINST, 220 Hovey Road, Pensacola, Florida 32508-1047.

If any test materials are lost or compromised, their use shall be stopped within the area for six months. Such loss or compromise will be reported immediately to Commanding Officer, Code 41, NAVOPMEDINST, 220 Hovey Road, Pensacola, Florida 32508-1047. An investigation will be directed by the commanding officer of the custodian activity. Results of the investigation will be reported to Code 41, NAVOPMEDINST, 220 Hovey Road, Pensacola, Florida 32508-1047.

Conformance to Standardized Procedures

Test administrators and proctors must strictly adhere to the procedures outlined in this manual for the following reasons:

- * Procedures are as important as content to the characteristics of a test. The validity, reliability, and objectivity of the test battery were obtained under the prescribed procedures. These procedures must be followed if the effectiveness of the tests is to be preserved.
- * All properly qualified applicants should have the privilege of taking the test anywhere with the assurance that they are going to have the same opportunity for success at that particular location as at any other. Similarly, the personnel administering the test should make sure that the conditions and procedures for testing are constant from day to day within a given facility.
- * The clarity of the instructions has been pretested to assure effectiveness. Deviation from the standardized procedures can cause confusion on the part of the applicants. It may interfere with their ability to understand what they are supposed to do.

DESCRIPTION OF THE TESTS

The Aviation Selection Test Battery (ASTB) includes the following tests:

- | | |
|---|--|
| 1. Math Verbal Test | A 35-minute test of general intelligence. Applicants who score low tend to have difficulty in the academic portions of training. |
| 2. Mechanical Comprehension Test | A 15-minute test of ability to perceive physical relationships and solve practical problems in mechanics. |
| 3. Spatial Apperception Test | A 10-minute test of ability to perceive spatial relationships from various orientations. |
| 4. Aviation and Nautical Information Test | A 15-minute test of aviation and nautical knowledge showing an interest in Naval aviation. |
| 5. Biographical Inventory | A 20-minute questionnaire of personal history and interests. |
| 6. Aviation Interest | A 15-minute questionnaire of aviation related items showing early interests in aviation. |

PREPARATION FOR TESTING

Required Materials

1. Examiners Manual for the U.S. Navy and Marine Corps Aviation Selection Test Battery, NOMI P-5098C (1997)
2. Test Booklets:

Math Verbal and Mechanical Comprehension Tests

Form 1, (1532/2A) or

Form 2, (1532/2D)

Aviation and Nautical Information, Spatial Apperception and Biographical Inventory Tests

Form 1, (1532/2B) or

Form 2, (1532/2E)

Aviation Interest

Form 1, (1532/2C) or

Form 2, (1532/2F)

3. Navy and Marine Corps Selection Test Data Answer Sheet(s).
4. Interval timer or stopwatch.
5. Pencils, No. 2 or softer.
6. Scratch paper.

Examiner's manuals, test booklets and test answer sheets will be requested from Commanding Officer, Code 41, NAVOPMEDINST, 220 Hovey Road, Pensacola, Florida 32508-1047.

When test materials become worn or otherwise unfit for use, they shall be sent by registered mail to Commanding Officer, Code 41, NAVOPMEDINST, 220 Hovey Road, Pensacola, Florida 32508-1047 for destruction. Packages should be double wrapped and tape sealed with the inner envelope plainly marked "To be opened only by personnel authorized to handle aviation selection test battery materials." A cover letter should list materials sent and should request receipt acknowledgment.

Proper preparation for the test period is essential. Any outward signs of haste or confusion on the part of the personnel administering the test will add to the normal degree of tension found in an examination situation. The following preparations are essential:

- Have one set of test booklets and a test answer sheet for each person to be tested.
- Have an adequate supply of blank scratch paper,
- Have at least two number 2 or softer black lead pencils for each applicant being tested. Have spare pencils on hand to prevent a delay in making another pencil available in case a breakage does occur. This is especially important for timed tests.
- Have a stopwatch and be sure the examiner and proctor are familiar with its operation before test administration. Exact timing of the test is essential.
- Be sure the examiner and proctors are thoroughly familiar with the contents of this manual.

Conditions for Testing

Testing will be conducted in a location where applicants have proper light and a space convenient for writing. Applicant should be free from interruption and distraction. The testing room should have adequate ventilation.

Applicants are prohibited from using calculators, slide rules, or similar devices.

Seating will be arranged to reduce the chance of compromising answer sheets and to permit proctors to reach any applicant with minimal distraction to others.

One proctor will be assigned for each group of 20 applicants. Proctors will be thoroughly familiar with testing instructions and procedures. They will help the examiner in administering and supervising the test.

Applicants will be warned not to take these tests if they are excessively tired, ill, or under any other unusual strain.

Applicants will be warned that retaking ANY portion of the test invalidates their previous scores unless a merge is occurred. Specifically, the Biographical Inventory portion WILL NOT be repeated unless the entire test is repeated.

Applicants must always be within the physical presence of an authorized test administrator or proctor while test materials are in the applicants' possession. All scratch paper, pencils, etc., must be turned in to the test administrator after completion of testing. The examiner must keep a log noting any irregularities (improper timing, power outages, etc.). Cheating will not be tolerated. If cheating is suspected, a note will be attached to the test answer sheet and mailed to Commanding Officer, C-41, NAVOPMEDINST, 220 Hovey Road, Pensacola, Florida 32508-1047.

Misconduct, use of prohibited aids, working longer than time allowed, or other failures to abide by test regulations, warrant dismissal from testing. In case of an emergency which requires suspension of testing:

- Stop the timing device so that there is no chance for lost time.
- Have the applicants place their answer sheets inside test booklet and close the booklet.
- Collect test booklets and place in a secure location if time permits.

If a delay of more than 24 hours occurs, forward the partially completed test answer sheet to NAVOPMEDINST immediately. Resume testing where the interruption occurred with a new test answer sheet, and use the same form booklet that was being used when the interruption occurred.

TESTING PROCEDURES

To ensure consistency of test administration, standardized procedures must be used. No variation of the following procedures is authorized. This manual must be used during all test sessions.

INSTRUCTIONS FOR ADMINISTERING THE TEST ARE TO BE READ WORD FOR WORD. ORAL INSTRUCTIONS MAY BE REPEATED TO BE SURE THAT ALL APPLICANTS UNDERSTAND HOW TO TAKE THE TESTS.

Order of Testing

It is essential that the order of testing, as listed below, is strictly adhered to so all applicants in every part of the country will be exposed to the same testing conditions.

The order of administration is as follows:

1. Math Verbal Test (MVT) 35 minute time limit
2. Mechanical Comprehension Test (MCT) 15 minute time limit (A 15 minute rest period permitted upon completion)
3. Spatial Apperception Test (SAT) 10 minute time limit
4. Aviation and Nautical Information Test (ANT) 15 minute time limit
5. Biographical Inventory (BI) 20 minute time limit
6. Aviation Interest (AI) 15 minute time limit

Time Required for Testing

Total testing time, which includes seating the applicants, passing out materials, and collecting papers, requires about 2-1/2 hours. If the proper time cannot be assigned, the test will not be given.

Verification of Identity

The examiner must verify the identity of all applicants before distributing any test materials (photograph bearing identification is required). Proof of the social security number of the applicant is also required. Permanent custodians will maintain a test log containing the following minimum information:

- Applicant's name and social security number
- Date of testing, test answer sheet serial number, and form of test given
- Test administrator's name

Eligibility for testing

Applicants taking any portion of the test are eligible for retesting as follows:

- * The FIRST RETEST shall occur only after 30 full calendar days have elapsed between the date of the first test and the date of the retest. Do not retest before the 31st day.
- * The SECOND AND SUBSEQUENT RETESTING shall occur only after 180 full calendar days have elapsed between the date of the second or subsequent test and the date of the retest. Do not retest before the 181st day.
- * There is no limit to the number of times an applicant may retest. When retesting, ensure alternate test form is issued (i.e., if applicant tested on form 1 the first time, then form 2 would be used on the second testing, form 1 on the third testing, etc.).

To determine eligibility, the examiner must check with NAVOPMEDINST, Code 41, to determine if the applicant has taken this test before. This test is used to select personnel for all U.S. Navy, Marine Corps and Coast Guard aviation programs and other selected officer programs.

Aviation applicants who are being retested must take the entire test battery again even though they may be satisfied with performance on parts of it. Applicants who have taken only the OAR portion (MVT and MCT) of the Aviation Selection Test Battery may, within 180 days of testing, take the remaining portions (SAT, AN and BI) to obtain the entire set of scores required for consideration for aviation programs. Under this option, the date of the SAT, AN and BI becomes the official test date and the applicant must wait the required days before being eligible to retake any portion of the Aviation Selection Test Battery. (Applicants who desire consideration for aviation when more than 180 days have elapsed since taking the MVT/MCT must retake the entire test battery) Prior test information can be obtained via telephone from NAVOPMEDINST.

TEST ADMINISTRATION PROCEDURES

INSTRUCTIONS FOR COMPLETION OF TEST ANSWER SHEET PERSONAL DATA SECTION

SAY: This test, the U.S. Navy and Marine Corps Aviation Selection Test, is used to select personnel for all U.S. Navy, Marine Corps, and Coast Guard aviation programs and other officer programs.

Testing time requires about 2-1/2 hours. Please let me know now if you are not prepared to spend this amount of time to take the test

Official test results may be obtained ONLY from the Commanding Officer, Code 41, NAVOPMEDINST, 2 Hovey Road, Pensacola, Florida 32508-1047.

Your scores will not expire and will be valid for a lifetime. If you wish to retake this test, you may do so after the required waiting period. The second test must occur no earlier than the 31st day after the initial test. The third and subsequent tests must occur no earlier than the 181st day from the last test date. The most recent scores are considered for program eligibility, even if higher scores were obtained on a previous test

Applicants are prohibited from using calculators, slide rules, or similar devices.

Any concerns you have about your test results or the test administration should be addressed to the Naval Operational Medicine Institute.

Give each applicant two No. 2 or softer pencils, one set of answer sheets and one sheet of scratch paper.

SAY: Make no marks on these sheets until you are told to do so. Do not separate the pages of the test answer sheet booklet

Your answer sheet booklet is made up of two sheets of paper labeled pages I through 4. On page 1 of your answer sheet booklet are statements about your disclosure of personal history and your disclosure of your social security number. These statements are presented in accordance with the Navy's policies in compliance with the requirements of the Privacy Act of 1974. Read through the statement with me:

PRIVACY ACT STATEMENT

Under the authority of Title 5 U.S.C. 301, information regarding your personal history, knowledge, attitudes and aptitudes is required to determine your capability for naval service. The information you provide will become a permanent part of the Naval Operational Medicine Institute Aviation Selection Data Bank. The information provided will not be divulged, without your written authorization, to anyone other than personnel processing your application training administrators who must determine your suitability to continue training, placement officers, and personnel involved in the research, development, testing and evaluation of new selection and evaluation procedures. You are required to provide this information; failure to do so will result in the inability to determine your suitability for naval service.

Are there any questions?

Now turn to page 2. Compare the serial number on page 2 with the serial number on page 3 to be sure the digits are the same on both pages.

All responses must be made with a No. 2 or softer pencil. Your answers will be made by circular markings. Your marks must be made within appropriate circles. The entire circle should be blackened. Do not mark outside the circles. Do not make any stray marks and do not mark in the margins. If you need to change your marks, erase cleanly and do not rumple the pages.

Item 1: NAME. In the upper left hand corner of the page there is a twenty space grid. Legibly print your name in this block. Print your last name first Leave a space. Print your first name. Leave a space, Print your middle name. If you run out of space, print as much of your name as will fit in the allotted space. Do not write past the allotted space. Use your given name. NO NICKNAMES OR INITIALS. DO NOT INCLUDE 'JR' OR 'III' IN YOUR NAME. If you have a middle name, leave the space for the middle name blank. If your last name includes a hyphen, space or apostrophe omit it and continue your name without leaving a space. For example, if your last name is O'Connor enter it as OCONNOR. Now code your name by blackening the appropriate circle below each letter of your name. Note that the top circle corresponds to a blank. The spaces left between your last, first, and middle names should be coded with blank.

Are there any questions?

- PAUSE -

SAY: Item 2: BIRTH DATA: Directly to the right of the Name grid is one titled BIRTH DATA section. Under title Month enter the month of your birth. In the Day section enter the day of your birth. Enter these a two digit numbers; for example, January 1st would be 01, 01. In the year section enter the year of your birth. On the front of this page there is a list of codes for the Place of Birth. Find the appropriate code for your place of birth and enter the two-digit code in the blocks under Place in the Birth Data section. Note that New York State and New York City have separate codes. Foreign codes are at the end of the list. Blacken the corresponding circles below the date and place.

- PAUSE -

SAY: Item 3: SOCIAL SECURITY NUMBER. Directly below the Birth Data grid is the SOCIAL SECURITY NUMBER grid. Print your social security number across the columns in the nine space grid. Your entry must be entirely legible. Enter the first digit of your number in the first block on the left, the second digit in the next block, and so on. If you do not have a social security number, enter a zero in each block. Now code your number by blackening the appropriate circle below each digit. Note that the top circle corresponds to 'zero', not 'one'.

Accuracy in coding your social security number is extremely important. Your social security number is your key identifier. Be sure you have blackened the circles correctly. Any errors in coding your social security number will delay the processing of your scores.

-PAUSE -

SAY: Item 4: SEX CATEGORY: Directly below the Social Security Number grid are selections for SEX. Mark the proper category in this section.

- PAUSE -

SAY: Item 5: PROGRAM: Directly to the right of the birth data is the PROGRAM section. If you are applying for the Seaman to Admiral Program blacken in the yes circle. If you are applying for any other program blacken in the no circle.

- PAUSE -

SAY: Item 6: HIGHEST EDUCATION: Directly to the right of the birth data grid is one titled HIGHEST EDUCATION. Select the highest education level you have completed. Then mark your selection. Make only one entry for education.

- PAUSE -

SAY: Item 7: RACE/ETHNIC CATEGORY: Directly below the Highest Education grid are selections for Race/Ethnic. Mark the proper category in this section.

- PAUSE -

SAY: Item 8: TESTING DATA. Directly beneath the Race/Ethnic Category is the TESTING DATA section. Enter the month, day and year that the test is being taken, using two digits for each. Now darken the circles corresponding to the current month, day and year. In the space UIC you will enter the unit identification code for the facility administering the examination. The UIC for this command is _____. Now blacken the corresponding circles.

- PAUSE -

SAY: Item 9: PRESENT STATUS. Directly under the Name grid is the PRESENT STATUS section. Select the description that represents your status then mark the circle below the statement. Read all alternatives before making your selection. Mark only one statement.

- PAUSE -

SAY: Item 10: RETESTING STATUS. Directly under the present status grid is the RETESTING STATUS section. It asks if you have ever been tested for Marine Corps, Coast Guard or Navy aviation training or other select officer programs. If you have taken any portion of these tests before,

SAY: If you have selected your statement with full understanding, you must put your signature on the line provided. This certifies your understanding of the Privacy Act Statement on page one, the accuracy of the information in items one through seven, and, your eligibility for testing now. Falsification of this information may lead to ineligibility for officer programs. Try to keep your signature small and stay within the bounding marks.

- PAUSE -

SAY: Do not make any marks beyond this point.

Be sure all items I have mentioned are properly completed. Any omissions will delay the processing of your scores.

Are there any questions? Do NOT separate the answer sheet pages.

Do NOT start testing until Page 3 is completed.

MATH VERBAL TEST ADMINISTRATION

Distribute the Math Verbal Test Booklet. Avoid giving the same form to applicants sitting next to each other. Applicant who have taken the tests before should be given the alternate form, if possible.

SAY: Do not open this booklet until I tell you to do so. Make no marks of any kind on this booklet.

Now turn to page 4 of the answer sheet set and find the section labeled Math Verbal Test. Beside the words "Math Verbal Test" mark the form number that corresponds to the number printed on the upper right corner of your test booklet

Now turn to page 1 of your test booklet and read through the instructions with me.

1. For each question or problem in this examination booklet, you are to select the ONE best answer. YOU MUST INDICATE ALL OF YOUR ANSWERS ON THE SEPARATE ANSWER SHEET BOOKLET. No credit will be given for anything written in this examination booklet After you have decided which of the suggested answers is best, blacken the appropriate space on the answer sheet booklet. Be sure to:

- **Use only the special pencil provided.**
- **Mark only one answer to each question or problem. No credit will be given for multiple answers.**
- **Indicate your answer by making a solid, black mark in one of the spaces immediately to the right of the number of the question or problem you are answering. Make sure your mark completely fills the inside of space. Light or partial marks may not be read by the scoring machine.**
- **Erase all stray marks. If you change an answer, be sure that you completely erase the old answer before marking your new answer. Incomplete erasures may be read as intended answers.**

2. You are advised to work as rapidly as you can without losing accuracy. Do not spend too much time on questions or problems that are too difficult for you. If you are not sure of any answer, mark the one you think is most likely to be the best answer choice and go on to the next question or problem. Try to answer all questions and problems.

3. There are several different types of questions and problems; you will find special directions for each type inside examination booklet. Be sure you understand the directions before attempting to answer any question or problem.

When I tell you to do so, turn to page 2 of the test booklet.

Are there any questions? No questions will be answered after the test begins.

Any questions will be answered ONLY by repeating parts of the instructions which apply. The examiner is NOT to explain the answers to the sample problems. ,

SAY: Turn to page 2 of the test and note the "Sample Question." You will be given three minutes to read through pages 1, 2 and 3. Make no marks on these pages or on the answer sheet. This part does not count on your score. It is only for practice. Stop at the bottom of page 3 and restudy the instructions on page 1 if time permits.

NOTE: The three-minute limit on the sample problems is part of the standardized testing procedure. The time limit should be strictly followed.

At the end of EXACTLY three minutes:

SAY: STOP. You may refer to the sample problems at any time during the test, if necessary.

Do not spend too much time on a single item. If you are not sure of the answer, you may guess. The scratch paper must be returned at the end of the test but you may mark it in any manner you desire. It is not subject to evaluation.

You are ready to begin the test itself. If both of your pencils break raise your hand and you will be given a new one.

You have 35 minutes for the test Turn the page and begin.

At the time the examiner tells the applicants to turn the page and begin, the examiner will set the timer for 35 minutes to determine when the applicants are to be stopped. The proctor should note the time for verification. During the test the examiner and proctor should check to see that the applicants are making solid black marks on the answer sheets and that they are not making any marks on the test booklet.

Standardized procedures do NOT allow for verbal indication of the amount of time remaining during testing; therefore, warnings such as "you are halfway through the testing period" or "five minutes remaining" are NOT AUTHORIZED,

Applicants are never to be left unattended while they have test materials. Test administrators and proctors will constantly watch the applicant.

At the end of EXACTLY 35 minutes:

SAY: STOP. Lay your pencils down. Make no more marks on your answer sheet Close the test booklet Pass in your scratch paper regardless of whether or not you made any marks on it

MECHANICAL COMPREHENSION TEST ADMINISTRATION

SAY: Do not open the test booklet until you are told to do so. Make no marks of any kind on this booklet

Now turn to page 4 of the answer sheet set and find the section labeled Mechanical Comprehension Test. Beside the words "Mechanical Comprehension Test" mark the form number that corresponds to the number printed on the upper right corner of your test booklet. Be sure that this form number and the previous form number match.

Now look at page 12 of your test booklet and read through the instructions with me.

1. This test consists of drawings about which questions are asked. For each of the questions, blacken the space on your answer sheet that contains the letter of the choice that best answers the question. Two sample questions and their answers are shown below.

The samples on page 12 have been answered on the sample answer sheet. Study them and be sure you understand the problems and how to mark your answers.

When I tell you to do so, turn to page 13 of the test booklet

Are there any questions? No questions will be answered after the test begins.

Any questions will be answered ONLY by repeating parts of the instructions which apply. The examiner is NOT to explain the answers to the sample problems.

SAY: You will be given 15 minutes to work on the test itself. Be sure to mark your answers in the proper space on the answer sheet under the heading "Mechanical Comprehension Test." Open the booklet to page 13 and begin with question 1.

The examiner will set the timer for 15 minutes. The proctor should note the time for verification.

At the end of EXACTLY 15 minutes:

SAY: STOP. Lay your pencils down. Make no more marks on your answer sheets. Close the test booklet. Do not pass in your answer sheets.

The examiner should rapidly collect all answer sheets. An immediate count should be made to ensure that the number of answer sheets agrees with the number of applicants.

NOTE: Applicants are not expected to complete all items. Speed of work is part of the standardized procedure built into the test.

SAY: Pass in your test booklet

An immediate count will be made to ensure the return of all test booklets.

SAY: This completes the first portions of the test. Following a 15 minute rest period you will take the remaining tests.

During the rest period applicants will not take any materials from the room.

DURING THE REST PERIOD THE EXAMINER SHOULD REVIEW EACH APPLICANT'S SELECTION TEST DATA SHEET (PAGE 3-ANSWER SHEET) TO ENSURE ACCURACY.

Some typical errors are:

- Not marking clearly
- Not coding name in correct order, LAST, FIRST, and MIDDLE or not coding spaces between names
- Using Junior or III in name
- Coding incorrect social security number
- Coding more than one category for education
- Not coding dates properly
- Not coding place of testing and UIC
- Not coding place of birth
- Coding current month and year for the date of birth

SPATIAL APPERCEPTION TEST ADMINISTRATION

Reassemble applicants. Be sure that all have pencils. Return the answer sheets to the examinee. Distribute test booklet. Applicants **MUST** be given the same form as they had for the first portion. Scores **CANNOT** be determined without using the same test form for all portions of the Aviation Selection Test Battery. Any error by the administrator, proctor, or applicant will render the testing process invalid. Invalid testing, while not considered illegal, falls under the same constraints as re-takes. The applicant must wait the proper amount of days to re-take the test. The responsibility for ensuring test form number consistency rests with all parties involved in the actual testing process.

SAY: Do not open this booklet until I tell you to do so. Make no marks of any kind on this booklet.

You should have the same form number test as the Math Verbal and Mechanical Comprehension Tests you just took. If you do not, raise your hand. Test scores cannot be calculated without using the same test form for all portions of the ASTB. Failure to ensure that the same form is used for all portions of the test will result in an invalid test. An applicant with an invalid test must wait the proper number of days to re-take the test. This responsibility rests with applicants as well as the proctor and administrator.

On page 4 of the answer sheet mark the appropriate form number for the Spatial Apperception Test. Be sure that this form number and the previous form number match.

Do not make any other marks yet. Make no marks of any kind on this booklet. Now turn to page I of your test booklet and read through the instructions with me.

1. For each question or problem in this examination booklet, you select the ONE best answer. YOU MUST INDICATE ALL OF YOUR ANSWERS ON THE SEPARATE ANSWER SHEET BOOKLET. No credit will be given for anything written in this examination booklet. After you have decided which of the suggested answers is best, blacken the appropriate space on the answer sheet booklet. Be sure to:

- * Use only the special pencil provided.**
- * Mark only one answer to each question or problem. No credit will be given for multiple answers.**
- * Indicate your answer by making a solid, black mark in one of the spaces immediately to the right of the number of the question or problem you are answering. Make sure your mark completely fills the space inside of the space. Light or partial marks may not be read by the scoring machine.**
- * Erase all stray marks. If you change an answer, be sure that you completely erase the old answer before marking your new answer. Incomplete erasures may be read as intended answers.**

2. You are advised to work as rapidly as you can without losing accuracy. Do not spend too much time on questions or problems that are too difficult for you. If you are not sure of any answer, mark the one you think is most likely to be the best answer choice and go on to the next question or problem. Try to answer all questions and problems.

3. There are several different types of questions and problems; you will find special directions for each type inside the examination booklet. Be sure you understand the directions before attempting to answer any question or problem.

When I tell you to do so, turn to page 2 of the test booklet

Are there any questions? No questions will be answered after the test begins.

Any questions will be answered ONLY by repeating parts of the instructions which apply. The examiner is NOT to explain the answers to the sample problems.

SAY: You will be given 5 minutes to read pages 2 through 7 and work the sample problems in the special box on the test answer sheet. This part does NOT count on your scores. It is for practice only; however, it is important that you complete pages 2 through 7 to familiarize yourself with this test. Stop at the bottom of page 7 and restudy the sample problems as time permits. Turn to page 2 and begin the study period. Do not turn beyond page 7.

The examiner will set the timer for 5 minutes. The 5 minute time limit on the sample problems is part of standardized test procedure and the time limit will be strictly followed.

At the end of EXACTLY 5 minutes:

SAY: STOP. You are now ready to begin the test itself. You may refer to the sample problems at any time if necessary.

Do not spend too much time on a single item. If you are not sure of the answer, it is all right to guess. If both of your pencils break, raise your hand and you will be given a new one.

You will have EXACTLY ten minutes to work on this test. You will begin the test with question number 1. Be sure you locate the proper place for QUESTION 1 on your answer sheet. Turn the page and begin.

TIMING TO THE EXACT SECOND IS MOST IMPORTANT FOR THIS TEST.

At the end of EXACTLY ten minutes:

SAY: STOP. Lay your pencils down. Make no more marks on your answer sheet. Close the test booklet.

AVIATION AND NAUTICAL INFORMATION TEST ADMINISTRATION

SAY: Do not open this booklet until I tell you to do so. Make no marks of any kind on this booklet

On page 4 of the answer sheet mark the form number that corresponds to the number printed on the upper right corner of your test booklet for the Aviation and Nautical Information Test Be sure that this form number and the previous form number match.

Do not make any other marks yet. Make no marks of any kind on this booklet. Now turn to page 21 of your test booklet and read through the instructions with me.

For each of the following questions blacken the space on your answer sheet that contains the letter of the choice the best answers the question. Two sample questions and their answers are shown below.

The samples on page 21 have been answered on the sample answer blank. Study-them and be sure you understand the problems and how to show your answers.

When I tell you to do so, turn to page 22 of the test booklet

Are there any questions? No questions will be answered after the test begins.

Any questions will be answered ONLY by repeating parts of the instructions which apply. The examiner is NOT to explain the answers to the sample problems.

SAY: You will be given 15 minutes to work on the test itself. Be sure to mark your answers in the proper space on the answer sheet under the heading "Aviation and Nautical Information Test"

Turn the page and begin.

The examiner will set the timer for 15 minutes. The proctor will note the time for verification.

At the end of EXACTLY 15 minutes:

SAY: STOP. Lay your pencils down. Make no more marks on your answer sheet Close the test booklet

BIOGRAPHICAL INVENTORY TEST ADMINISTRATION

SAY: Do not open the test booklet until you are told to do so.

On page 4 of the answer sheet mark the appropriate form number for the Biographical Inventory. Be sure that this form number and the previous form number match.

Do not make any other marks yet. Make no marks of any kind on this booklet Now look at page 26 of your booklet and read through the instructions with me.

The questions in this inventory are not test questions in the usual sense. There are no right or wrong answers. The items are concerned with your background and experience, rather than your specific aptitudes. You must answer accurately because you may need to support your answers in an interview.

Read each question carefully and select the one alternate that applies to you. Blacken the space on your answer sheet that contains the letter of the alternative you choose. Under no circumstances are you to select more than one alternative for each question. You must read and respond to every question. Do not omit any questions. You will find that provision has been made where appropriate for the "not applicable" response.

When I tell you to do so, turn to page 27 of the test booklet.

Are there any questions? No questions will be answered after the test begins.

Any questions will be answered ONLY by repeating parts of the instructions which apply.

SAY: You will be given 20 minutes to work on the test itself. Be sure to mark your answers in the proper space on the answer sheet under the heading "Biographical Inventory."

Turn the page and begin.

Examiner will set the timer for 20 minutes. Proctor will note the time for verification.

At the end of EXACTLY 20 minutes:

SAY: STOP. Lay your pencils down. Make no more marks on your answer sheets. Close the test booklet Pass your test booklets.

An immediate count will be made to be sure that all test booklets are returned.

Aviation Interest ADMINISTRATION

Distribute test booklet III. Applicants **MUST** be given the same form they had for the first and second portions.

SAY: Do not open the test booklet until you are told to do so.

On page 4 of the answer sheet mark the appropriate form number for the Aviation Interest. Be sure that the form number and the previous form number match.

Do not make any other marks yet. Make no marks of any kind on this booklet. Now look at page I of your booklet and read through the instructions with me.

The questions in this inventory are not test questions in the usual sense. There are no right or wrong answers. The items are concerned with your background and experience, rather than your specific aptitudes. You must answer accurately because you may need to support your answers in an interview.

Read each question carefully and select the one alternative that applies to you. Blacken the space on your answer sheet that contains the letter of the alternative you choose. Under no circumstances are you to select more than one alternative for each question. You must read and respond to every question. Do not omit any questions. You will find that provision has been made where appropriate for the "not applicable" response. When I tell you to do so, turn to page 2 of the test booklet.

Are there any questions? No questions will be answered after the test begins.

Any questions will be answered **ONLY** by repeating parts of the instructions which apply.

You will be given 15 minutes to work on the test itself. Be sure to mark your answers in the proper space on the answer sheet under the heading "Aviation Interest." YOU MUST RESPOND TO EVERY QUESTION AND YOU ARE TO MAKE ONLY ONE RESPONSE PER QUESTION.

Turn the page and begin.

The examiner will set the time for 15 minutes.

At the end of **EXACTLY** 15 minutes:

SAY: STOP. Lay your pencils down. Make no more marks on your answer sheets. Close the test booklet. Pass your test booklet.

When finished, each applicant should be allowed to leave the room **ONLY** after all the test materials used by the applicant have been returned to the examiner. The examiner should not answer any questions during the test, except to state that the applicants are to use their best judgement. At the end of the test, the examiner will collect, count, and secure all test books and test answer sheets. Strictly account for all materials used.

SCORING

Activities that do not have custody of scoring keys will forward test answer sheets as stated in the instructions in the section below (Forwarding of Test Answer Sheets). NAVOPMEDINST will inform such activities of the results by mail unless a more rapid form of communication is specifically requested.

Activities authorized to score the tests locally will do so in accordance with the instructions contained in the Scoring Manual (NAMI P-5098B). In all cases, test answer sheets will be sent via certified mail within **5 WORKING DAYS** to NAVOPMEDINST for score verification. If any irregularities occurred during testing which might affect an applicant's score, these irregularities should be noted in a separate letter accompanying the test answer sheet.

FORWARDING OF TEST ANSWER SHEETS

Completed answer sheets will be sent via certified mail within 5 working days to the Commanding Officer, Naval Operational Medicine Institute, Code 41, 220 Hovey Road, Pensacola, Florida 32508-1047. A transmittal (NAMI 5000/2 (12-88) of Aviation Selection Test Answer Sheets) will be included which lists the test answer sheets sent.

Review all entries on the test answer sheets. Be certain all are coded properly and that all information required has been filled in. Omission of required information will cause delay in verification of official scores.

Typical errors:

- Improper marks that cannot be read by optical scanner.
- Use of any writing instrument other than a No. 2 pencil on any part of the test by an applicant or test examiner.
- Marks on answer sheets other than those specifically directed in this manual.
- Mutilation of the test answer sheets by stapling, folding corners, not using stiff backing for mailing, and stuffing envelopes that are too small.

DO NOT fold, staple, or bend corners of test answer sheets. These forms are scored by machine and must be in good condition. Separate answer sheets and keep page 2 (worksheet) for your records. Page 3/4 will be mailed via certified mail to Commanding Officer, Naval Operational Medicine Institute, Code 41, 220 Hovey Road, Pensacola, Florida 32508-1047 **WITHIN 5 WORKING DAYS.** If an individual completes only a portion of the test, all answer sheets of the set will be sent. Answer sheets will be backed by stiff cardboard or other suitable material of sufficient size to protect paper edges.

QUALIFICATION STANDARDS

Qualification standards are established by separate U.S. Navy, Marine Corps, and Coast Guard directives. Inquiries about competitive scores for various programs should be addressed to the activities overseeing accessions to the particular program of interest.

NROTC

| | |
|--------------------------|-------|
| NROTC CARNEGIE MELLON | 68877 |
| NROTC FLORIDA A&M | 68139 |
| NROTC HAMPTON ROADS | 68699 |
| NROTC HOLY CROSS | 63303 |
| NROTC IOWA STATE | 63210 |
| NROTC JACKSONVILLE UNIV | 66753 |
| NROTC MARQUETTE | 63225 |
| NROTC NORWICH UNIV | 68728 |
| NROTC OREGON STATE | 63217 |
| NROTC SAVANNAH STATE | 66809 |
| NROTC SOUTH UNIV A&M | 66810 |
| NROTC TULANE | 63228 |
| NROTC UNIV CALIFORNIA LA | 63220 |
| NROTC UNIV FLORIDA | 68064 |
| NROTC UNIV MISSISSIPPI | 63307 |
| NROTC UNIV NOTRE DAME | 63230 |
| NROTC UNIV VIRGINIA | 63317 |
| NROTC UNIV WISCONSIN | 63224 |
| NROTC VILLANOVA | 63316 |

SHIPS

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|-----------------|-------|
| USS CARL VINSON | 20993 |
| USS GUAM | 07178 |
| USS KEARSAGE | 21700 |

MISCELLANEOUS CONUS

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|----------------------------|-------|
| COMNAVSUBGRP2 GROTON ... | 55429 |
| NAV SURF FORCE SAN DIEGO . | 53824 |
| MCAS NEW RIVER | 62573 |
| MCAS BEAUFORT | 60169 |
| MCAS CHERRY POINT | 00146 |
| NAVAIRFAC WASHINGTON | 00166 |
| NAVAIRSTA NORFOLK | 00188 |
| NAVCM NAS NORTH ISLAND | 00246 |
| NNPTC ORLANDO | 0617A |
| NTT CORRY STATION | 63082 |

MILITARY INSTITUTES

| | |
|----------------------------------|-------|
| MAINE MARITIME ACADEMY..... | 68141 |
| THE CITADEL..... | 66612 |
| TBS QUANTICO..... | 00262 |
| USNA ANNAPOLIS..... | 00161 |
| VIRGINIA MILITARY INSTITUTE..... | 68355 |
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MISCELLANEOUS OVERSEAS

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|---------------------------|-------|
| FOSIF ROTA..... | 66600 |
| MCAS CAMP BUTLER..... | 67400 |
| NAVALSTATIONROTASP..... | 62863 |
| PERSUP NAPLES ITALY..... | 43496 |
| PERSUP KEFLAVIK..... | 43331 |
| PERSUP NAPLES..... | 43496 |
| PERSUP MED NAPLES..... | 45263 |
| PERSUP YOKOSUKA..... | 43387 |
| PERSUP DIEGO GARCIA..... | 43469 |
| SECGRP GALETA ISLAND..... | 32696 |
| SECGRP MISAWA..... | 66752 |
| SECGRP ROTA..... | 63913 |
| SECGRP YOKOSUKA..... | 45079 |

NAVAL RECRUITING DISTRICTS

DISTRICT 1

| | |
|------------------------|-------|
| NRD BOSTON | 62435 |
| NRD BUFFALO | 62414 |
| NRD COLUMBUS | 62416 |
| NRD DETROIT | 62439 |
| NRD NEW YORK | 62445 |
| NRD PHILADELPHIA | 62446 |
| NRD PITTSBURGH | 62447 |
| | |

DISTRICT 5

| | |
|-----------------------|-------|
| NRD CHICAGO | 60268 |
| NRD DALLAS..... | 62437 |
| NRD HOUSTON | 62419 |
| NRD INDIANAPOLIS..... | 62421 |
| NRD KANSAS CITY | 62440 |
| NRD MEMPHIS | 68011 |
| NRD MINNEAPOLIS..... | 62443 |
| NRD OMAHA | 62427 |

DISTRICT 3.....

| | |
|-----------------------|-------|
| NRD ATLANTA..... | 62442 |
| NRD JACKSONVILLE..... | 62422 |
| NRD MIAMI..... | 66972 |
| NRD MONTGOMERY | 62412 |
| NRD NASHVILLE..... | 62425 |
| NRD NEW ORLEANS..... | 62444 |
| NRD RALEIGH | 62430 |
| NRD RICHMOND | 62431 |

DISTRICT 8

| | |
|-------------------------|-------|
| NRD ALBUQUERQUE..... | 62410 |
| NRD DENVER | 62438 |
| NRD LOS ANGELES | 62441 |
| NRD PORTLAND | 62429 |
| NRD SAN ANTONIO..... | 67596 |
| NRD SAN DIEGO | 68401 |
| NRD SAN FRANCISCO | 62448 |
| NRD SEATTLE..... | 62449 |

MARINE CORPS RECRUITING DISTRICTS

| 1st Marine Corps District | | 9th Marine Corps District | |
|-----------------------------------|-------|-----------------------------------|-------|
| OSO ALBANY..... | 44709 | OSO CHICAGO..... | 44741 |
| OSO BOSTON | 44708 | OSO DES MOINES | 44743 |
| OSO BUFFALO | 44710 | OSO DETROIT..... | 44744 |
| OSO EAST NEW ENGLAND..... | 44704 | OSO EAST LANSING..... | 44745 |
| OSO NEW JERSEY | 44705 | OSO INDIANAPOLIS | 44742 |
| OSO NEW YORK..... | 44711 | OSO KANSAS CITY..... | 44734 |
| OSO PITTSBURGH..... | 44721 | OSO MILWAUKEE | 44749 |
| OSO STATE COLLEGE | 44719 | OSO MINNEAPOLIS | 44746 |
| OSO SYRACUSE..... | 44713 | OSO OMAHA..... | 44735 |
| OSO WEST NEW ENGLAND | 44707 | OSO ST LOUIS | 44747 |
| OSO WILKES BARRE | 44722 | | |
| | | 12th Marine Corps District | |
| 4th Marine Corps District | | | |
| | | | |
| OSO COLUMBUS | 44718 | OSO ALAMEDA (SAN FRANCISCO)..... | 44754 |
| OSO HYATTSVILLE (WASHINGTON)..... | 44724 | OSO CORVALLIS..... | 44755 |
| OSO KENT | 44717 | OSO FULLERTON | 47761 |
| OSO LOUISVILLE | 44715 | OSO LOS ANGELES | 44751 |
| OSO PHILADELPHIA..... | 44720 | OSO PHOENIX..... | 44750 |
| OSO RICHMOND..... | 44723 | OSO SACRAMENTO | 44752 |
| OSO ROANOKE (SALEM)..... | 44714 | OSO SALT LAKE CITY | 44756 |
| | | OSO SAN DIEGO | 44753 |
| | | OSO SEATTLE..... | 44757 |
| 6th Marine Corps District | | OSO SPOKANE..... | 44758 |
| | | Miscellaneous | |
| OSO ATLANTA | 44727 | MCAS BEAUFORT..... | 60169 |
| OSO COLUMBIA | 44729 | MCAS CHERRY POINT | 00146 |
| OSO JACKSONVILLE | 47762 | MCAS FUTEMA | 63026 |
| OSO NASHVILLE | 44730 | MCAS NEW RIVER..... | 62573 |
| OSO ORLANDO..... | 44726 | | |
| OSO RALEIGH..... | 44728 | | |
| OSO TUSCALOOSA | 44725 | | |
| 8th Marine Corps District | | | |
| OSO ALBUQUERQUE..... | 44736 | | |
| OSO ARLINGTON | 44739 | | |
| OSO AUSTIN | 44738 | | |
| OSO BATON ROUGE | 44733 | | |
| OSO DENVER | 44732 | | |
| OSO HOUSTON | 44740 | | |
| OSO LITTLE ROCK..... | 44731 | | |
| OSO STILLWATER | 44737 | | |